



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Parks, Recreation & Historic Sites Div Recreation Services Section 270 Washington St., S.W. Room 704 Atlanta, Georgia 30334	Application Number 80-375	
Application Number		Date Received SEP 13 1980	Date Completed NOV - 3 1980
2. Person to Contact Robin Jackson		Working Title Chief, Recreation Services Section	Telephone Number 656-2790
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-273 & 79-276. Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different) Recreation Services Section General Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Recreation Services Section guides and assists recreation providers through the preparation of statewide plans and issue analyses, through preparation and dispersal of technical publications, through consultation and community assessments, and through funding assistance.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: providing information and technical assistance to recreation providers (e.g., city or county recreation departments, churches, YMCA's, etc.) Included are: All subjects in the General Files except LOCAL GOVERNMENT ASSISTANCE and PUBLICATIONS. These files include: correspondence internal and external, outdated reference materials, issue analyses, program/service descriptions, instructions/directions/guidelines/standards, legislation/regulations, policies/position statements, reference copies of studies/reports/publications/issue analyses/evaluations, theory/philosophy/methodology, presentation/speeches, and site and resource monitoring documents. NOTE: Currently useful resource material, regardless of age, is retained in current files. File is arranged: Alphabetically by subject			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Seldom if ever			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3-6</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>6</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

At the end of each calendar year, remove material which is two (2) years old or is no longer needed for daily reference; transfer to State Records Center; hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robin Jackson</i>	8/18/80	<i>Pat Darrise</i>	9-15-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	10-30-80
		Secretary of State/Designee	10-27-80
		Attorney General/Designee	11-3-80